

CADD COORDINATOR

DEFINITION:

Under general supervision, to plan, organize, and supervise the activities of a specialized departmental computer-aided drafting operation; to formulate concepts for and develop new and modified computer drafting applications to meet engineering and other requirements; to coordinate the work of drafting, design, and technical personnel.

DISTINGUISHING CHARACTERISTICS:

This is a single position class allocated only to the Department of Public Works. The position reports to a Public Works Manager and is primarily responsible for planning and coordinating design information in relation to Public Works Projects.

EXAMPLES OF DUTIES:

Plans, organizes, coordinates, and participates in the work of drafting, design, and technical staff in designing, implementing, and maintaining drafting and design data informational systems for the Department; consults with departmental staff to assess data processing needs including computer-aided design, drafting, and engineering computations; prepares recommendations based on cost benefit analyses; coordinates the use of project and design information systems between staff, users, and contractors; schedules project design, testing, and implementation on a priority basis; assigns and reviews work in progress to ensure timely completion; develops operating policies, procedures, and ensures compliance to departmental design standards; presents formal design reviews at designated stages of development to management staff; assists departmental personnel in understanding the requirements and implementations of new design procedures; prepares computer center budget; trains and evaluates departmental drafting and design personnel; trains, organizes, supervises and schedules a broad scope of drafting needs for the Department; validates blue prints and provides related calculations for engineering projects.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Computer-aided design and drafting systems.
- New and existing hardware products and software packages relevant to the support of drafting and design.
- Advanced and innovative methodologies in drafting and design.
- Civil engineering principles applicable to the planning and design of public works projects.
- Project management systems and control.
- Operations research and statistical analysis.
- Mathematical modeling techniques.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Establish priorities, and assign, coordinate, and supervise the work of others in order to meet deadlines.
- Establish and maintain effective working relationships with others.
- Prepare clear and logical analyses of designs.
- Write and orally express difficult and complex concepts clearly and concisely.

- Evaluate and adapt new data-processing techniques.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Four (4) years of full-time experience in an architecture or engineering organization coordinating computer-aided drafting and design projects which involved the application of computer-aided design and drafting, and database management using electronic data processing principles, methods, and techniques; OR,
2. A Bachelor's degree from an accredited college or university in business administration, public administration, computer science, data processing, or related field; AND, two (2) years experience in the above; OR;
3. A Master's degree from an accredited college or university in business administration, public administration, computer science, data processing, or related field; AND, one (1) year of experience.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their personal vehicle.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).